

## 2.1.1 ITEM DATA DICTIONARY

### Introduction

The Item Data Dictionary contains descriptive, as well as processing information about each data item collected on the survey. An 'item' usually represents response data from a questionnaire, but it can also represent derived data or other data (e.g., administrative data) related to the survey. For example, if you collect "sales" data on your survey form, you must specify "SALES" as an item in the Item Data Dictionary. Only items requiring numeric responses are stored in the Item Data Dictionary. (Items requiring textual responses are stored in the Respondent Data Dictionary.)

The type of information stored in the dictionary describes the item being collected, including the item code associated with the item, its description, label, keycode, source, form on which the item appears, upper and lower range parameters for the item value, etc. All information contained in this dictionary is entered on a set of screens, as described in detail below.

### Accessing the Main Item Data Dictionary Screen

- Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu.
- Click on the DATA DICTIONARIES button from the Survey Specifications Menu.
- Select the "Item Dictionary" option to display the following:

Figure 2.1.1 Main Item Data Dictionary screen

## Screen Features

The top of the screen displays the name of the survey and the stat period selected on the user setup screen. The area labeled “OBS ## OF ##” gives the total number of items for this survey compared to the total number of data items in the dictionary.

The Main Item Data Information is divided into 7 sections: Header, Item Groups, General Information, Flags, Status Information, Descriptive Information, and Last Update Information.

A button labeled “SFE and more...” takes you to another screen that allows you to do the setup for StEPS Front End (SFE) processing. The SFE screen and necessary preliminary SFE setup are described in section 14.1.2.1 “Displaying Items on the SFE Data Input Screens.”

## HEADER DATA

| Field Name | Definition   | Possible Entries             |
|------------|--|------------------------------|
| Item       | <ul style="list-style-type: none"><li>● Represents a numeric data element for a survey; an item usually represents response data from a questionnaire, but it can also represent derived data or other data related to the survey.</li><li>● Value cannot exceed 5 characters.</li><li>● Enter an item or click on the '➤' to display a pick list of items from which to choose.</li><li>● All information displayed on the screen refers to the item specified in this field.</li><li>● Users define the item names for their surveys.</li><li>● When defining a new item: leading and embedded blanks are not allowed; only numerals 0-9 are allowed; alphabetic characters A-Z (upper case) and underscore characters are permitted.</li><li>● There is a 1-to-1 relationship between the item name and the KEYCODE, and often they will be the same.</li></ul> | SALES, 34492, CYINV          |
| Label      | <ul style="list-style-type: none"><li>● Label which briefly describes the item specified in the "Item" field.</li><li>● Maximum length of the label is 40 alphanumeric characters.</li><li>● The label is displayed in many of the Review and Correction screens.</li></ul>  | 'Sales for the current year' |

| Field Name | Definition  | Possible Entries  |
|------------|---|---|
| ISOURCE    | <ul style="list-style-type: none"> <li>Indicates the source of the item: item is collected on the form; item is derived from other items on the survey; item comes from another source (e.g., administrative data, census)</li> </ul> | <p>F Item comes from the form</p> <p>D Item is derived from other items on the form</p> <p>S Item comes from some <u>other</u> source (NOT derived and not a form item)</p> |

## ITEM GROUPS

| Field Name | Definition  | Possible Entries   |
|------------|---|--|
| Group 1    | <ul style="list-style-type: none"> <li>Field to allow users to group a set of items to a given value.</li> <li>Will allow flexibility in the review and correction module to perform actions on combinations of GROUP1 and GROUP2.</li> <li>Only valid entries will come from PARMLIB.ITEMGRP file.</li> </ul>  | <p>INVENTORY - to associate items on the item file dealing with inventory values</p> <p>REVENUE - to associate items on the item file dealing with revenue values</p> <p>can be blank</p>  |
| Group 2    | <ul style="list-style-type: none"> <li>Field is similar to GROUP1, but allows for item(s) to be either associated with more than one group or to subgroup items within a given group.</li> <li>Will allow flexibility in the review and correction module to perform actions on combinations of GROUP1 and GROUP2.</li> <li>Only valid entries will come from PARMLIB.ITMGRP file.</li> </ul> | <p>LIFO - to associate items on the item file dealing with inventory values with GROUP1 value of INVENTORY, but are LIFO type inventory items</p> <p>REVENUE - to associate items on the item file dealing with revenue values (could be some items have REVENUE in GROUP1 and others in GROUP2)</p> <p>can be blank</p> |

| Field Name          | Definition   | Possible Entries   |
|---------------------|--|--|
| "GROUP FILE" BUTTON | <ul style="list-style-type: none"> <li>Displays a list of groups that have been defined for the survey including: GroupName, Description, name of person who created or last updated the group list, and the date/time of the group creation or last update.</li> <li>Allows persons with appropriate data privileges (DATAPRIV) to go to the add screen for groups to add or modify group information.</li> </ul> | Displays information added via other data entry screens. |

#### GENERAL INFORMATION

| Field Name | Definition  | Possible Entries  |
|------------|---|---|
| Form       | <ul style="list-style-type: none"> <li>Number of the form sent to the respondent</li> <li>Form number may be remapped to a 2-digit code for use on the barcode.</li> <li>If value for this field is &lt;*&gt;, then this item appears on ALL survey forms.</li> </ul>   | MA200, B-451, MQ23A<br><br>multiple ➤ select form(s) from list of available form types<br><br>blank      Not form related |
| KEYCDE     | <ul style="list-style-type: none"> <li>Value from the form that is <u>keyed</u> and placed on the standard data output record.</li> <li>There is a 1-to-1 relationship between the keycode and the item code, and often the two will be the same.</li> </ul>  | 080, 092  |
| Sortkey    | <ul style="list-style-type: none"> <li>Specifies the order in which items will appear in the Data Review and Correction screens (ID by Item, ID by Item2).</li> <li>Items which are NOT assigned a sort key will be displayed in alphabetic or numeric order on the screen; if a sortkey is specified for some items, but not for all, those items that have a sortkey value specified will appear 1<sup>st</sup>.</li> </ul> | 1, 2, 3, 4, 5, 6.....   |
| Row        | Indicates in which 'row' the item will appear, in the ID Matrix screen of the Review and Correction module.   | 1, 2, 3, 4  |

| Field Name | Definition   | Possible Entries |
|------------|--|------------------|
| Col        | Indicates in which “column” the item will appear, in the ID Matrix screen of the Review and Correction module. | 1, 2, 3, 4,      |

## FLAGS

| Field Name | Definition   | Possible Entries   |
|------------|--|--|
| REQFLG     | <b>Required Flag</b><br>Indicates whether this item must be reported (or be part of a group where at least one item in the group must be reported) in order for this case to be considered a valid “response”. | blank Not required<br>N Not required<br>Y Required item<br>1-8 Group to which the item belongs; at least one item from this group must be reported |
| CORFLG     | <b>Interactive Correction Flag</b><br>Indicates whether this item can be corrected in the Data Review and Correction module, and if so, by what level of user (U, P).  | blank Assume value of ‘U’<br>N Item is not correctable<br>U Regular user can correct<br>P Only privileged user can correct                         |
| SEAFLG     | <b>Seasonally Adjusted Flag</b><br>Indicates whether this item is seasonally adjusted.   | blank Not seasonally adjusted<br>N Not seasonally adjusted<br>Y Seasonally adjusted  |
| WGTF LG    | <b>Weight Flag</b><br>Indicates whether this item is to be weighted.   | blank No weights are applied<br>N No weights are applied<br>Y Apply weights to data  |
| GWTNUM     | <b>G-Weight Indicator</b><br>If WGTF LG = ‘Y’, indicates whether this item is to use a G-weight value and, if so, which G-weight (from the Stat Period Control file) to use.                                   | blank No G-weight<br>0 No G-weight<br>1 Use GWGT1<br>2 Use GWGT2<br>3 Use GWGT3  |
| ADJFLG     | <b>Reporting Adjustment Flag</b><br>Indicates whether this item should be adjusted and if so, by which method.   | blank No adjustment<br>D Adjust by calling derived item module<br>N No adjustment (ADDDATA = EDDATA)<br>Y Adjust by multiplication factor          |

| Field Name | Definition  | Possible Entries   |
|------------|---|--|
| ADJTYPE    | <b>Adjustment Type Indicator</b> <ul style="list-style-type: none"> <li>Identifies which adjustment factor to use if ADJFLG = 'Y'.</li> <li>Items which have the same value of ADJTYPE will be adjusted using the same adjustment factor; those items having different values for ADJTYPE will be adjusted using different adjustment factors.</li> </ul> | CKEY, PKEY, LIFO   |
| PRTFLG     | <b>Imprint Flag</b> <ul style="list-style-type: none"> <li>This item is selected to be imprinted on the form with prior data.</li> <li>The label program will read this field and create output record type 3 with the prior period data for items with this flag set.</li> </ul>   | Blank or N - not selected<br>Y = Selected to be imprinted  |
| FWDFLG     | <b>Forward Flag</b><br>Indicates whether the item <u>value</u> will be carried forward (copied) when the new statistical period Item file is created at Rollover.   | blank Do not carry value forward<br>N Do not carry value forward<br>Y Carry value forward  |
| NEGFLG     | <b>Negative Flag</b><br>Indicates whether a negative value is valid for this item.  | blank No negatives allowed<br>N No negative values allowed<br>Y Negative values are allowed  |
| SPLNUM     | <b>Split Number</b><br>Indicates whether an item is to be split from the 'parent' value into designated 'children' values. If so, this field also indicates which split percentage to use from the Stat Period Control file.  | blank Do not split<br>1 Split using percentage stored in SPLIT1<br>2 Split using percentage stored in SPLIT2<br>3 Split using percentage stored in SPLIT3<br>4 Split using percentage stored in SPLIT4 |
| PHSFLG     | <b>Phase Item Flag</b><br>Indicates if the item is to be saved as part of the phase data set.   | blank Do not save this item in the phase data set<br>Y Save this item in the phase data set<br>N Do not save this item in the phase data set   |
| ADMFLG     | <b>Administrative Data Flag</b><br>Indicates the item value is provided by administrative data  | Blank<br>N = No Admin flag<br>Y = Admin flag   |

| Field Name | Definition  | Possible Entries   |
|------------|---|--|
| CPFLAG     | <p><b>Current-Prior Relationship Flag</b></p> <ul style="list-style-type: none"> <li>Indicates the relationship of an item to another item for surveys where the same concept is collected for both current and prior data on the SAME form. This happens after each sample revision on some surveys and a special review and correction screen known as the IdxITEM-CP is used in those years.</li> <li>It uses this field, along with ITLINK, to determine which pair of items are to be output on the same line with one the current value and the other the prior value.</li> </ul> | <p>blank No associated prior period item exists</p> <p>C Item is for the current stat period; an associated item exists that was collected on the same form.</p> <p>Prior also same P Item is for the prior stat period; an associated current item exists that was also collected on the same form.</p>   |
| ITLINK     | <p><b>Current-Prior Item Link Value</b></p> <ul style="list-style-type: none"> <li>Indicates the item linked to this item where there exists a current-prior relationship.</li> <li>If CPFLAG = blank, this field has no meaning. If CPFLAG = C, this is the prior item associated with this item. If CPFLAG = P, this is the current item associated with this item.</li> </ul>  | <p>blank No current-prior relationship exists</p> <p>else valid item code from dictionary</p> <p>Example: If a form collects 2 years of data for the SAME concept, such as 'sales', say current year sales is called CSAL and prior year sales is called PSAL. Then the item dictionary record for CSAL has 'C' for CPFLAG and 'PSAL' for ITLINK and the item dictionary record for PSAL has 'P' for CPFLAG and 'CSAL' for ITLINK.</p> |
| CDFLAG     | <p><b>Comparable data flag</b></p> <p>Indicates that an item can possibly have two values for link-relative surveys. The related data item will be stored in CDLINK.</p>  | <p>blank not applicable</p> <p>B Item is used to link backward to the previous stat period</p> <p>F Item is used to link forward to the next stat period</p>   |
| CDLINK     | <p><b>Comparable data link value</b></p> <p>Indicates the item that is related to this one for comparable data issues.</p>  | <p>blank no comparable data issue exist for this item</p> <p>&lt;value item code&gt; depending on the value of CDFLAG will either be the item that links forward or backward in place of the item on the current record.</p>   |



| Field Name | Definition  | Possible Entries   |
|------------|---|--|
| ROSTER     | <ul style="list-style-type: none"> <li>Indicates in the item appears in the item file or the roster file.</li> <li>For items that have a value of 'R', when the item fat record is created and the review and correction screens for items are displayed, this item will still be included. Most surveys with roster data will have routines to sum across the roster item values for the given ID and place the this total in the item file with the same item name as this one.</li> <li>The only time this field should be allowed to have a value of 'R' (and thus related fields below populated) would be if there is an entry in the parmlib.survparm file with a parmname of ROSTER and a value of Y. This would indicate that the survey has roster items</li> </ul> | blank      Item file<br>R          Roster file   |
| RTYPE      | <ul style="list-style-type: none"> <li>This field indicates the value of the roster type that the item has in the roster file. This is because a survey may have more than one type of roster breakout for the ID.</li> <li>This is only valid when ROSTER='R'</li> </ul>   | For example:<br><br>Roster type '06' represent roster items associated with item 6 data on the ACES survey form. |
| RKEY1      | <ul style="list-style-type: none"> <li>Contains a description of the information used to specify the first key in the roster file.</li> <li>This is only valid when ROSTER = 'R'.</li> <li>When this field contains the value TOTAL, it is indicating it is a roster item that represents a REPORTED total over all RKEY1 values. It is not calculated by StEPS. The roster item file will have an entry for this item with RKEY1=TOTAL and it will be a reported value representing a total over all the RKEY1 values.</li> </ul>  | ACES Industry<br><br>TOTAL<br><br>Any description with a length of 15 alphanumeric characters                    |

| Field Name | Definition  | Possible Entries   |
|------------|---|--|
| RKEY2      | <ul style="list-style-type: none"> <li>Contains a description of the information used to specify the second key in the roster file.</li> <li>This is only valid when ROSTER = 'R'.</li> <li>When this field contains the value TOTAL, it is indicating it is a roster item that represents a REPORTED total over all RKEY2 values. It is not calculated by StEPS. The roster item file will have an entry for this item with RKEY2=TOTAL and it will be a reported value representing a total over all the RKEY2 values.</li> </ul> | <p>Structure code</p> <p>Equipment code</p> <p>Any description with a length of 15 alphanumeric characters</p> |

#### STATUS INFORMATION

| Field Name | Definition   | Possible Entries                |
|------------|--|---------------------------------|
| BEGSTP     | 1 <sup>ST</sup> stat period that this item appeared in the survey.   | 199501, 2001A1, 2003Q2          |
| ENDSTP     | Last stat period that this item appeared in the survey; will be blank as long as the item is still active.   | 199501, 2002A1, 2004Q2          |
| OLDITEM    | If item code was revised, renamed, combined with other items or collapsed, this field indicates the old item name <u>before</u> it was changed.                              | LIFO, SALES, 13221              |
| NEWITEM    | If this item no longer exists on the questionnaire because it was revised, renamed, combined with other items, or collapsed, this field indicates the new name for the item. | LIFO, SALES, 13221              |
| TYPECHG    | Indicates why an item on the questionnaire was changed.  | TBD (5 alphanumeric characters) |

#### DESCRIPTIVE INFORMATION

| Field Name  | Definition   | Possible Entries   |
|-------------|--|--|
| QUESTION    | Question from form associated with this item/keycode; cannot exceed 80 alphanumeric characters.  | "How many automobiles did you manufacture in 1998?"  |
| UNITMEAS    | Indicates the unit of measure describing how the data was collected.   | ONES, TENS, HUNDREDS, THOUSANDS, MILLIONS  |
| DATATYPE    | Indicates the type of number stored in the Item file: integer, decimal, or percent.  | INT     Integer<br>DEC     Decimal<br>PER     Percent<br>D        Date<br>blank    Same as integer   |
| FORMAT      | <p>Indicates the output format for the data<br/>The possible values depend on the DATATYPE</p> <p>if DATATYPE = INT (integer) then<br/>           FORMAT =<br/>           comma17. (e.g., 245,7689)<br/>           dollar17. (e.g., \$2378)<br/>           no format<br/>           Blank - same as comma17.</p> <p>if DATATYPE = D (date) then<br/>           FORMAT =<br/>           YYYYMMDD<br/>           MMY<br/>           MMDD<br/>           MMDDYY<br/>           YYMMDD<br/>           Blank - same as YYYYMMDD</p> <p>otherwise the format is not in use<br/>or it is not necessary for now.</p> | <p>Clicking on the arrow displays a picklist of valid values.</p> <p>If the item is an integer, the integer values appear.</p> <p>If the item is a data, the date values will display on the picklist.</p> |
| Description | Detailed description of the item. (e.g., if this item is only collected for certain stat periods, indicate which stat periods in the description; if the item appears in a publication, indicate what unit of measure is used in the publication.)   | Maximum of 800 alphanumeric characters (actually stored as 10 separate variables (DESCRP1-10) in the item dictionary, each containing a maximum of 80 alphanumeric characters.)                            |

#### LAST UPDATE INFORMATION

| Field Name | Definition   | Possible Entries   |
|------------|--|--------------------|
| USRNME     | Username of the person who last updated (interactively) the Item Data Dictionary data set. | Smith001           |
| PRGNME     | Name of the routine or program last used to update the Item Data Dictionary data set.      | Valid program name |
| PRGDTM     | Date/time that the Item Data Dictionary data set was last updated.                         | 12SEP97:03:19:49   |

### 2.1.1.1 ADDING ITEMS TO THE DICTIONARY

To add an item to the Item Data Dictionary:

- Click on the EDIT p-menu.
- Select the “Add item” option to display the following:

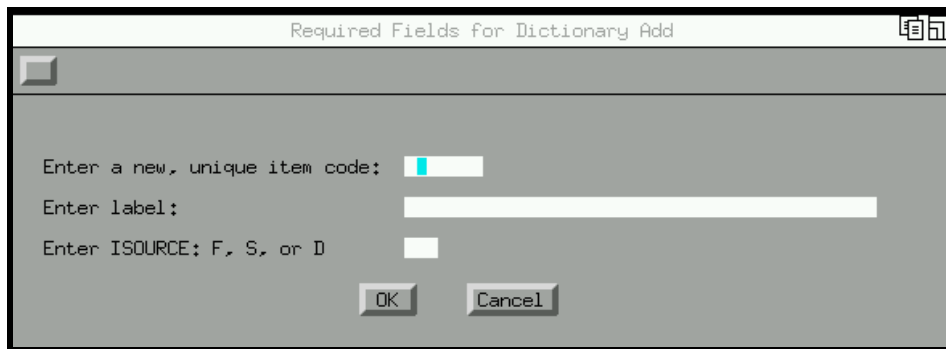


Figure 2.1.1.1 Adding item in dictionary

1. Enter the 5-character item code you wish to assign to the item.
2. Enter a label to briefly describe the item you are adding.
3. Enter the source flag for the item:

|   |   |
|---|---|
| D | Item is derived from other items on the form            |
| F | Item on form  |
| S | Item from some other source (e.g., administrative data) |

4. Click on “OK”.

- A message will display indicating that the “item” has been added to the dictionary. You will be returned to the Item Data Dictionary screen to enter additional information for the item.
- Enter all necessary information.
- Once you have entered all information, click on the EDIT p-menu.
- Select the “Apply corrections” option or press ‘F2’ to save the changes.

**NOTE:** When adding a new item to the dictionary, you may copy information from an existing item record. This is useful if much of the information for the new item

being added, will be the same as that of the existing item.

To copy an existing item, enter the 5-character item code of the item you want to copy, in the “Item” field. Click on the EDIT p-menu and select the “Duplicate item” option. You will be prompted to enter a new, unique item code for the item being added.

#### **2.1.1.2 UPDATING ITEMS IN THE DICTIONARY**

To update information for an existing item in the dictionary:

- Enter the item you wish to update in the “Item” field.
- Tab to the field you wish to update.
- Enter the new information. (Click on the ‘➤’ to display a pick list of valid values from which to choose.)
- Once you have entered all information, you may save the changes by:
  1. Selecting the “Apply corrections” option from the EDIT p-menu, or
  2. Pressing ‘F2’.

#### **2.1.1.3 DELETING ITEMS FROM THE DICTIONARY**

To delete an item from the dictionary:

- Enter the item you wish to delete in the “Item” field.
- Click on the EDIT p-menu.
- Select the “Delete item from dictionary” option.
- A confirmation message will display to verify that you want to delete the item from the dictionary.
- Click on “Yes” to delete the item (or “No” should you decide NOT to delete the item).

#### **2.1.1.4 SORTING THE DICTIONARY**

Dictionary items appear in the file in the order in which they were entered. New items are appended to the end of the file. To sort the dictionary numerically or alphabetically:

- Click on the EDIT p-menu.
- Select the “Sort dictionary by item” option.
- If you have numeric item names, the items will be sorted in numeric order. If you have alphabetic item names, the dictionary will be sorted in alphabetic order. If you have both numeric and alphabetic items, the numeric ones will be included in the sort first, followed by the alphabetic items.

#### **2.1.1.5 RENUMBERING THE SORT KEY**

The variable “Sortkey” is used to specify the order in which items will appear in the Data Review and Correction screens. To maintain the integrity of the screen, the same sort key may not be used for more than one item. This poses a problem if you want to add a new item to the dictionary and the sortkey you wish to assign to it already exists for another item.

Previously, you would have had to change all of the sortkeys manually. To alleviate this problem, StEPS allows you to enter a decimal value in the sortkey field and then provides an option that will allow you to renumber the “sortkey” value for all items, to a whole number. Consider the following scenario:

- You have 2 existing items in the dictionary: 22223 and 22229. One has a sortkey of ‘10’ and the other a sortkey of ‘11’.
- You add a new item (22225) and you want it to appear in between Items ‘22223’ and ‘22229’ in the Data Review and Correction screens.
- You can assign the new item a sortkey of ‘10.5’.
- Click on the EDIT p-menu and select the “Renumber sortkeys”. This will re-number the sortkey for all items in the dictionary to whole numbers.
- The sortkey for the newly added item will now be ‘11’ and the sortkey for all succeeding items will be incremented by ‘1’.

#### **2.1.1.6 PRINTING THE DICTIONARY**

- Click on the UTILITIES p-menu.
- Select the “Print” option.
- You will be presented with 2 options: 1) Print the item currently displayed on the screen or

2) Print the entire dictionary for this survey. Choose the desired option.

- A hard copy of the dictionary item(s) will be sent to your PC printer.

### P-Menu

| P-Menu    | Options   | Function   |
|-----------|---|--|
| EDIT      | Apply corrections (F2)<br>Cancel<br>Delete item from dictionary<br>Add item<br>Duplicate item<br><br>Sort dictionary by Item<br>Renumber sortkeys | Apply corrections to database<br>Cancel changes made to an item in the dictionary<br>Delete item from the dictionary<br>Add a new item to the dictionary<br>Copy information from an existing item, when adding a new item to the dictionary<br>Sort the dictionary by item (numeric or alphabetic sort)<br>Renumber the "sortkey" field for all items in the dictionary |
| UTILITIES | Next Item (F5)<br>Previous Item (F4)<br>See Item Dictionary with Browse Utility<br><br>Print ► Print this item<br>Print entire dictionary         | Access next item in dictionary<br>Access previous item in dictionary<br>View Item Data Dictionary data set (PARMLIB.ITEMDICT) using the StEPS browse utility<br>Send a hard copy of the item entry to your PC printer.<br>Send a hard copy of survey item dictionary to printer.   |
| HELP      | Item Dictionary Help (F1)<br><br>Whoaml (F7)  | Display HELP information on using the Item Dictionary screen<br>Display user default and systems information   |
| EXIT      | StEPS Main Menu (HOME)<br>Exit (F3)   | Return to StEPS Main Menu<br>Exit to previous screen   |